
U.S. Department of State Records Schedule

Chapter 09: Foreign Service Institute Records

General**A-09-001-01a Office of the Director - Program Policy Files**

Description: Records that document the development and implementation of policies and procedures concerning the operation of the Foreign Service Institute.

a. Recordkeeping copy (paper).

Disposition: Permanent. Retire to the Records Service Center (RSC) six months after the end of the Director or Deputy Director's tenure for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 25 years old. (ref. NN-173-84, item 1)

DispAuthNo: N1-59-99-17, item 1(1)a **Date Edited:** 7/20/2007

A-09-001-01b Office of the Director - Program Policy Files

Description: Records that document the development and implementation of policies and procedures concerning the operation of the Foreign Service Institute.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 1(1)b **Date Edited:** 7/20/2007

A-09-001-02a Records Common to all Schools/Centers - Subject Files

Description: Memorandums, telegrams, and other documentation on training program administration, including information on classes, curriculum, design, development, budget, procurement, evaluations, liaison, weekly activity reports, and other related subjects.

a. Recordkeeping copy (paper).

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 1(5)a **Date Edited:** 7/20/2007

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A-09-001-03b(1) **Records Common to all Schools/Centers - Course Files**

Description: b. Course presentation files consisting of one designated master set of the presentation used by an instructor for each course offered by the school/center. Materials include diskettes, tapes; instructor's materials, handouts; audiovisual aids (films, slides, sound recordings, transparencies); etc.

 (1) Recordkeeping copy (paper).

Disposition: Destroy 10 years after materials become inactive or obsolete.

DispAuthNo: N1-59-99-17, item 1(6)b(1) **Date Edited:** 7/20/2007

A-09-001-03b(2) **Records Common to all Schools/Centers - Course Files**

Description: b. Course presentation files consisting of one designated master set of the presentation used by an instructor for each course offered by the school/center. Materials include diskettes, tapes; instructor's materials, handouts; audiovisual aids (films, slides, sound recordings, transparencies); etc.

 (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 1(6)b(2) **Date Edited:** 7/20/2007

A-09-001-04a **Records Common to all Schools/Centers - Speaker Files**

Description: Consist of correspondence with speaker, speaker bio, copies of honoraria payments.

 a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 1(7)a **Date Edited:** 7/20/2007

A-09-001-04b **Records Common to all Schools/Centers - Speaker Files**

Description: Consist of correspondence with speaker, speaker bio, copies of honoraria payments.

 b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 1(7)b **Date Edited:** 7/20/2007

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A-09-001-05a **Records Common to all Schools/Centers - Student Files (excludes Warrenton Training Center, see Item 090805)**

Description: Consist of correspondence with student, university, or sponsoring agency; copies of application for training, training evaluation reports or grade reports; transcripts; consultation notes; and progress reports.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old or no longer needed. (ref. NN-173-84, item 44)

DispAuthNo: N1-59-99-17, item 1(8)a **Date Edited:** 7/20/2007

A-09-001-05b **Records Common to all Schools/Centers - Student Files (excludes Warrenton Training Center, see Item 090805)**

Description: Consist of correspondence with student, university, or sponsoring agency; copies of application for training, training evaluation reports or grade reports; transcripts; consultation notes; and progress reports.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 1(8)b **Date Edited:** 7/20/2007

A-09-001-06 **Records Common to all Schools/Centers - Student Bio Cards**

Description: Locator cards include student name, Social Security Number, current telephone number, course(s) currently enrolled.

Disposition: Destroy when 1 year old. (ref. NN-173-84, item 45)

DispAuthNo: N1-59-99-17, item 1(9) **Date Edited:** 7/20/2007

A-09-001-07a(1) **Records Common to all Schools/Centers - Correspondence Files**

Description: a. Routine telegrams to and from posts.

(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-99-17, item 1(10)a(1) **Date Edited:** 7/20/2007

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A-09-001-07a(2) **Records Common to all Schools/Centers - Correspondence Files**

Description: a. Routine telegrams to and from posts.

 (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 1(10)a(2) **Date Edited:** 7/20/2007

A-09-001-07b **Records Common to all Schools/Centers - Correspondence Files**

Description: b. Copies of routine communications of all types that are kept for information purposes only.

Disposition: Block annually. Destroy when 2 years old.

DispAuthNo: GRS 23, item 7a **Date Edited:** 4/1/1999

A-09-001-08a **Records Common to all Schools/Centers - Training Evaluation Reports**

Description: Copies of student training evaluation reports such as DS-1106, with transmittal letter. Originals sent to appropriate agency or to Personnel files.

 a. Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 1(11)a **Date Edited:** 7/20/2007

A-09-001-08b **Records Common to all Schools/Centers - Training Evaluation Reports**

Description: Copies of student training evaluation reports such as DS-1106, with transmittal letter. Originals sent to appropriate agency or to Personnel files.

 b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 1(11)b **Date Edited:** 7/20/2007

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A-09-001-09a	Records Common to all Schools/Centers - Working Files
Description:	Files maintained by individuals, for their own use, used as reference; duplicate information filed in subject files. a. Recordkeeping copy (paper).
Disposition:	Destroy at end of project.
DispAuthNo:	N1-59-99-17, item 1(12)a
Date Edited:	7/20/2007
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A-09-001-09b	Records Common to all Schools/Centers - Working Files
Description:	Files maintained by individuals, for their own use, used as reference; duplicate information filed in subject files. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 1(12)b
Date Edited:	7/20/2007
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A-09-001-10a	Records Common to all Schools/Centers - Project Files
Description:	Project files are working files of studies, reports, briefing papers for hearings, etc. a. Recordkeeping copy (paper).
Disposition:	Destroy when 20 years old or no longer needed, whichever is sooner.
DispAuthNo:	N1-59-99-17, item 1(13)a
Date Edited:	7/20/2007
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A-09-001-10b	Records Common to all Schools/Centers - Project Files
Description:	Project files are working files of studies, reports, briefing papers for hearings, etc. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 1(13)b
Date Edited:	7/20/2007
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The Senior Seminar**A-09-002-01 Seminar Member Files**

Description: a. Biographic data and training evaluation reports.
(1) Recordkeeping copy (paper).

Disposition: Destroy 3 years after file is cut off. (ref. NN-173-84, item 7a)

DispAuthNo: N1-59-99-17, item 2(1)a(1) **Date Edited:** 7/20/2007

A-09-002-01a Seminar Member Files

Description: a. Biographic data and training evaluation reports.
(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 2(1)a(2) **Date Edited:** 7/20/2007

A-09-002-01b Seminar Member Files

Description: b. Copies of correspondence prepared by the member when arranging Seminar activities; reports and other materials related to Seminar trips and other activities.
(1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 7b)

DispAuthNo: N1-59-99-17, item 2(1)b(1) **Date Edited:** 7/20/2007

A-09-002-01c Seminar Member Files

Description: b. Copies of correspondence prepared by the member when arranging Seminar activities; reports and other materials related to Seminar trips and other activities.
(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 2(1)b(2) **Date Edited:** 7/20/2007

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A-09-002-01d **Seminar Member Files**

Description: c. February Research Projects. Consist of research papers and background materials.

 (1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 7c)

DispAuthNo: N1-59-99-17, item 2(1)c(1) **Date Edited:** 7/20/2007

A-09-002-01e **Seminar Member Files**

Description: c. February Research Projects. Consist of research papers and background materials.

 (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 2(1)c(2) **Date Edited:** 7/20/2007

A-09-002-02 **Seminar General Administrative Files**

Description: a. Correspondence and other documentation pertaining to personnel, travel and supply.

 (1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 8a)

DispAuthNo: N1-59-99-17, item 2(2)a(1) **Date Edited:** 7/20/2007

A-09-002-02a **Seminar General Administrative Files**

Description: a. Correspondence and other documentation pertaining to personnel, travel and supply.

 (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 2(2)a(2) **Date Edited:** 7/20/2007

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A-09-002-02b	Seminar General Administrative Files
Description:	b. Data on curriculum, seminar projects, etc. (1) Recordkeeping copy (paper).
Disposition:	Destroy when 5 years old. (ref. NN-173-84, item 8b)
DispAuthNo:	N1-59-99-17, item 2(2)b(1)
Date Edited:	7/20/2007

A-09-002-02c	Seminar General Administrative Files
Description:	b. Data on curriculum, seminar projects, etc. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 2(2)b(2)
Date Edited:	7/20/2007

A-09-002-02d	Seminar General Administrative Files
Description:	c. Dean and Associate Dean staff chronological file, maintained by month.
Disposition:	Destroy when 2 years old or no longer needed, whichever is sooner.
DispAuthNo:	N1-59-99-17, item 2(2)c
Date Edited:	7/20/2007

A-09-002-02e	Seminar General Administrative Files
Description:	d. Travel Voucher Files. Copies of travel vouchers filed by name of traveler. (1) Recordkeeping copy (paper).
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-59-99-17, item 2(2)d(1)
Date Edited:	7/20/2007

A-09-002-02f	Seminar General Administrative Files
Description:	d. Travel Voucher Files. Copies of travel vouchers filed by name of traveler. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 2(2)d(2)
Date Edited:	7/20/2007

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A-09-002-03 **Speaker Files**

Description: Filed by name of speaker. Consist of correspondence with speaker outlining purpose of seminar, general nature of speech, synopsis of speech, and speaker evaluation.

 a. Recordkeeping copy (paper).

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-99-17, item 2(3)a **Date Edited:** 7/20/2007

A-09-002-03a **Speaker Files**

Description: Filed by name of speaker. Consist of correspondence with speaker outlining purpose of seminar, general nature of speech, synopsis of speech, and speaker evaluation.

 b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 2(3)b **Date Edited:** 7/20/2007

A-09-002-04 **Class Files**

Description: One file per class (class of about 30 members convenes once a year). Consists of copies of training request forms, correspondence with member's agency, class roster, and curriculum notes.

 a. Recordkeeping copy (paper).

Disposition: Destroy 3 years after file is cut off.

DispAuthNo: N1-59-99-17, item 2(4)a **Date Edited:** 7/20/2007

A-09-002-04a **Class Files**

Description: One file per class (class of about 30 members convenes once a year). Consists of copies of training request forms, correspondence with member's agency, class roster, and curriculum notes.

 b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 2(4)b **Date Edited:** 7/20/2007

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A-09-002-05 **Trip Files**

Description: Consist of information pertaining to arrangements made for class trips, including information on contacts, copies of travel orders, and trip schedule.

 a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 2(5)a **Date Edited:** 7/20/2007

A-09-002-05a **Trip Files**

Description: Consist of information pertaining to arrangements made for class trips, including information on contacts, copies of travel orders, and trip schedule.

 b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 2(5)b **Date Edited:** 7/20/2007

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Career Transition Center

A-09-003-01 **CTC Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Career Transition Center.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 3(1)a

Date Edited: 7/20/2007

A-09-003-01a **CTC Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Career Transition Center.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 3(1)b

Date Edited: 7/20/2007

A-09-003-02 **Participant Files**

Description: a. Talent Bank Participant Files. Consist of registration forms and supporting documentation submitted by applicants for the US State Department, USAID, USIA, FAS, FCS Talent Bank.

Disposition: Destroy 2 years after case becomes inactive.

DispAuthNo: N1-59-99-17, item 3(2)a

Date Edited: 7/20/2007

A-09-003-02a **Participant Files**

Description: b. Job Search Program Participant Files. Include applications for training, copies of retirement agreements, resumes, copies of resume cover letters, counselor notes on individual consultations, participant's answers to possible interview questions, book reviews, and bi-weekly reports of job search activities.

(1) Recordkeeping copy (paper).

Disposition: Destroy 3 years after case becomes inactive. (ref. NN-173-148, item 2)

DispAuthNo: N1-59-99-17, item 3(2)b(1)

Date Edited: 7/20/2007

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A-09-003-02b	Participant Files
Description:	b. Job Search Program Participant Files. Include applications for training, copies of retirement agreements, resumes, copies of resume cover letters, counselor notes on individual consultations, participant's answers to possible interview questions, book reviews, and bi-weekly reports of job search activities. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 3(2)b(2)
Date Edited:	7/20/2007
A-09-003-03	Job Leads Files
Description:	a. Correspondence with Prospective Employers. Correspondence with colleges, universities, firms and organizations regarding job opportunities not related to individual applicants. (1) Recordkeeping copy (paper).
Disposition:	Destroy when 1 year old. (ref. NN-173-148, item 1)
DispAuthNo:	N1-59-99-17, item 3(3)a(1)
Date Edited:	7/20/2007
A-09-003-03a	Job Leads Files
Description:	a. Correspondence with Prospective Employers. Correspondence with colleges, universities, firms and organizations regarding job opportunities not related to individual applicants. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 3(3)a(2)
Date Edited:	7/20/2007
A-09-003-03b	Job Leads Files
Description:	b. Contact Lists. Copies of printed lists containing names, addresses and other information on prospective employers. (1) Recordkeeping copy (paper).
Disposition:	Destroy when obsolete or superseded.
DispAuthNo:	N1-59-99-17, item 3(3)b(1)
Date Edited:	7/20/2007

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Overseas Briefing Center**A-09-004-01 OBC Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Overseas Briefing Center.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 4(1)a **Date Edited:** 7/20/2007

A-09-004-01a OBC Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the Overseas Briefing Center.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 4(1)b **Date Edited:** 7/20/2007

A-09-004-02 Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

a. Master copy.

Disposition: Keep master until update has received final approval. Destroy master when 5 years old.

DispAuthNo: N1-59-99-17, item 4(2)a **Date Edited:** 7/20/2007

A-09-004-02a Culture Guides

Description: Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests.

b. Copyrighted materials.

Disposition: Keep permission to use copyrighted materials with master copy of the Culture Guide as long as copyrighted material is in the Culture Guide.

DispAuthNo: N1-59-99-17, item 4(2)b **Date Edited:** 7/20/2007

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A-09-004-02b	Culture Guides
Description:	Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests. c. Electronic files.
Disposition:	Maintain on system until the approval of the update and a new master is in place.
DispAuthNo:	N1-59-99-17, item 4(2)c
Date Edited:	7/20/2007
A-09-004-02c	Culture Guides
Description:	Foreign Service assignment notebooks published approximately every three years. This includes background information, various drafts of publication including clearance requests. d. Working files.
Disposition:	Destroy 1 year after publication.
DispAuthNo:	N1-59-99-17, item 4(2)d
Date Edited:	7/20/2007
A-09-004-03	Returnee Cards
Description:	DS-1895, Returnee File, cards that individuals returning from overseas may voluntarily complete and place on file in the Overseas Briefing Center indicating their willingness to talk with employees and family members who are seeking information on the returnee's former post of assignment. Filed by country name.
Disposition:	Destroy when 2 years old or when active agency use ceases.
DispAuthNo:	N1-59-99-17, item 4(3)
Date Edited:	7/20/2007
A-09-004-04	Publications
Description:	Publications produced by the Overseas Briefing Center, including "What Do I Do Now? A Sourcebook on Regulations, Allowances, and Finances," "Protocol for the Modern Diplomat," the "Foreign Service Assignment Notebook," and "Where in the World Are You Going?" a. Master copy.
Disposition:	Keep master until update has received final approval. Destroy master when 5 years old.
DispAuthNo:	N1-59-99-17, item 4(4)a
Date Edited:	7/20/2007

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School of Language Studies**A-09-005-01 Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Language Studies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old. (ref. NN-173-84, item 24a)

DispAuthNo: N1-59-99-17, item 5(1)a **Date Edited:** 7/20/2007

A-09-005-01a Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Language Studies.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 5(1)b **Date Edited:** 7/20/2007

A-09-005-02 Student Learning Style Files

Description: Records are confidential, used only for purposes of research and to assist students. Students are assured that files will not become part of their official training records, and will not be shared outside Research, Evaluation and Development Division without permission of the student.

a. Paper records. Includes copies of completed learning style questionnaires and results of those questionnaires, notes from interviews with students and teachers, etc.

Disposition: Destroy when 1 year old or when no longer needed, whichever is later.

DispAuthNo: N1-59-03-04, item 3a **Date Edited:** 12/11/2003

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A-09-005-02a	Student Learning Style Files
Description:	Records are confidential, used only for purposes of research and to assist students. Students are assured that files will not become part of their official training records, and will not be shared outside Research, Evaluation and Development Division without permission of the student. b. Electronic records. Includes copies of completed learning style questionnaires and results of those questionnaires, notes from interviews with students and teachers, etc. Also includes information about the training assignment (language, dates, proficiency scores), and scores on diagnostic instruments.
Disposition:	Destroy when 30 years old or when no longer needed, whichever is later.
DispAuthNo:	N1-59-03-04, item 3b
Date Edited:	7/20/2007
A-09-005-03	General File - Language Publications
Description:	Correspondence concerning reproduction, availability, etc., of language publications; requisitions for publications and materials. Recordkeeping copy (paper).
Disposition:	Destroy when 1 year old. (ref. NN-173-84, item 29)
DispAuthNo:	N1-59-99-17, item 5(3)a
Date Edited:	7/20/2007
A-09-005-04	Biweekly Report of Instructor Time Utilization
Description:	a. Recordkeeping copy (paper).
Disposition:	Destroy when 1 year old. (ref. NN-173-84, item 30)
DispAuthNo:	N1-59-99-17, item 5(4)a
Date Edited:	7/20/2007
A-09-005-04a	Biweekly Report of Instructor Time Utilization
Description:	b. Electronic copy.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has ben produced.
DispAuthNo:	N1-59-99-17, item 5(4)b
Date Edited:	7/20/2007

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A-09-005-05 **Interagency Files**
Description: Reports, letters, minutes of meetings, fund transfer documents, agreements, and proposals used to secure funding for FSI programs.

 a. Recordkeeping copy (paper).
Disposition: Destroy 5 years after completion of project.
DispAuthNo: N1-59-99-17, item 5(5)a **Date Edited:** 7/20/2007

A-09-005-05a **Interagency Files**
Description: Reports, letters, minutes of meetings, fund transfer documents, agreements, and proposals used to secure funding for FSI programs.

 b. Electronic copy
Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo: N1-59-99-17, item 5(5)b **Date Edited:** 7/20/2007

A-09-005-06 **Overseas Schools - Overseas Language Training (General Files)**
Description: Correspondence, reports and other documentation on overseas language training programs and operation of the overseas language schools.

 a. Recordkeeping copy (paper).
Disposition: TEMPORARY: Destroy when 1 year old.
DispAuthNo: N1-59-03-04, item 1a **Date Edited:** 12/11/2003

A-09-005-06a **Overseas Schools - Overseas Language Training (General Files)**
Description: Correspondence, reports and other documentation on overseas language training programs and operation of the overseas language schools.

 b. Electronic records containing correspondence, reports, and other documentation on overseas language training programs and operation of the overseas language schools.
Disposition: Delete when 30 years old.
DispAuthNo: N1-59-03-04, item 1b **Date Edited:** 12/11/2003

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A-09-005-07 Testing Unit - Employee Case Files

Description: Filed by employee name. Files include Modern Language Aptitude Test (MLAT); Linguist's copy, DS-1534, Language Proficiency Report; DS-651, Report of Training in Language/Area Skills; Training Evaluation Reports; and case notes.

a. Recordkeeping copy (paper).

Disposition: Retire to RSC after 10 years of no activity for transfer to WNRC. Destroy when 35 years old. (ref. NN-173-84, item 38)

DispAuthNo: N1-59-99-17, item 5(20)a **Date Edited:** 7/20/2007

A-09-005-07a Testing Unit - Employee Case Files

Description: Filed by employee name. Files include Modern Language Aptitude Test (MLAT); Linguist's copy, DS-1534, Language Proficiency Report; DS-651, Report of Training in Language/Area Skills; Training Evaluation Reports; and case notes.

b. Electronic copy

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 5(20)b **Date Edited:** 7/20/2007

A-09-005-08 Testing Unit - Language Testing General Correspondence Files

Description: Correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-03-04, item 2a **Date Edited:** 7/20/2007

A-09-005-08a Testing Unit - Language Testing General Correspondence Files

Description: b. Electronic records containing correspondence dealing with administration of the testing program. Includes signed copy of Language Incentive Certificate, copies of memos to Personnel Office indicating Language Proficiency Test, results of Basic Officer Course, etc.

Disposition: Delete when 30 years old.

DispAuthNo: N1-59-99-17, item 5(21)b **Date Edited:** 7/20/2007

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School of Professional and Area Studies**A-09-006-01 Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Professional and Area Studies.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old. (ref. NN-173-84, item 42a)

DispAuthNo: N1-59-99-17, item 6(1)a **Date Edited:** 7/23/2007

A-09-006-01a Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses or defines the policies and procedures of the School of Professional and Area Studies.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 6(1)b **Date Edited:** 7/23/2007

A-09-006-02 Correspondence Examinations

Description: Returned examinations given by correspondence course.

a. Passed exams.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-99-17, item 6(2)a **Date Edited:** 7/23/2007

A-09-006-02a Correspondence Examinations

Description: Returned examinations given by correspondence course.

b. Failed exams.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-59-99-17, item 6(2)b **Date Edited:** 7/23/2007

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A-09-006-03 **Academic Affairs**

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

 a. University Students - General Correspondence Files.

 (1) Recordkeeping copy (paper).

Disposition: Destroy when 5 years old. (ref. NN-173-84, item 46)

DispAuthNo: N1-59-99-17, item 6(3)a(1) **Date Edited:** 7/23/2007

A-09-006-03a **Academic Affairs**

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

 a. University Students - General Correspondence Files.

 (2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 6(3)a(2) **Date Edited:** 7/23/2007

A-09-006-03b **Academic Affairs**

Description: Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc.

 b. University Students - Student Files. Correspondence with student and university regarding student, evaluation of student's work, biographic data, etc.

 (1) Recordkeeping copy (paper).

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-99-17, item 6(3)b(1) **Date Edited:** 7/23/2007

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A-09-006-03c	Academic Affairs
Description:	Correspondence file on long-term training for senior officers, filed by name, and includes copies of travel vouchers, evaluations, tuition vouchers, etc. b. University Students - Student Files. Correspondence with student and university regarding student, evaluation of student's work, biographic data, etc. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 6(3)b(2) Date Edited: 7/23/2007
A-09-006-04	Reader's Guides and Bibliographies
Description:	Publications designed to be a resource for those with an interest in specific area studies, such as the EuroGuide and the Guide to France. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair. a. Master copy.
Disposition:	Destroy 5 years after updating and a new master is in place.
DispAuthNo:	N1-59-99-17, item 6(4)a Date Edited: 7/23/2007
A-09-006-04a	Reader's Guides and Bibliographies
Description:	Publications designed to be a resource for those with an interest in specific area studies, such as the EuroGuide and the Guide to France. Many different sources are consulted in the production and frequent updates of the journal to keep them current. Information updated, researched and produced as determined by the course Chair. b. Copyrighted materials.
Disposition:	Keep permission to use copyrighted materials in FSI master files as long as the copyrighted material is in the Reader's Guide.
DispAuthNo:	N1-59-99-17, item 6(4)b Date Edited: 7/23/2007

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Administrative Operations**A-09-007-01 Policy and Program Files**

Description: Policy and procedural material that establishes, discusses, or defines the policies and procedures of the FSI Executive Office.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 7(1)a **Date Edited:** 7/23/2007

A-09-007-01a Policy and Program Files

Description: Policy and procedural material that establishes, discusses, or defines the policies and procedures of the FSI Executive Office.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 7(1)b **Date Edited:** 7/23/2007

A-09-007-02 Audiovisual Facility - Audiovisual General Correspondence File

Description: Correspondence, reports and other documentation concern the administration and operation of the audiovisual function.

a. Recordkeeping copy (paper).

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 55)

DispAuthNo: N1-59-99-17, item 7(10)a **Date Edited:** 7/23/2007

A-09-007-02a Audiovisual Facility - Audiovisual General Correspondence File

Description: Correspondence, reports and other documentation concern the administration and operation of the audiovisual function.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 7(10)b **Date Edited:** 7/23/2007

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A-09-007-02b	Audiovisual Facility - Film/Videotape Register
Description:	List of motion picture films and videotapes available for use in classes at FSI. Maintained electronically.
Disposition:	Destroy when 10 years old, or when superseded, whichever is later. (ref. NN-173-84, item 56)
DispAuthNo:	N1-59-99-17, item 7(11)
Date Edited:	7/23/2007
A-09-007-02c	Audiovisual Facility - Audiovisual Project Request (Graphics/Videos)
Description:	
Disposition:	Destroy when 3 years old. (ref. NN-174-84, item 57)
DispAuthNo:	N1-59-99-17, item 7(12)
Date Edited:	7/23/2007
A-09-007-02d	Audiovisual Facility - Photo Archives
Description:	
Disposition:	Destroy when 30 years old, or when superseded, whichever is later.
DispAuthNo:	N1-59-99-17, item 7(13)
Date Edited:	7/23/2007
A-09-007-02e	Audiovisual Facility - Orientation and Training Films
Description:	Agency-sponsored orientation and training films consisting of motion pictures and videotapes about foreign affairs issues and policies. Films are used to train and orient personnel for overseas duties and are mainly developed for internal use.
Disposition:	Destroy when 10 years old, or when superseded, whichever is later. (ref. N1-59-87-3, item 1)
DispAuthNo:	N1-59-99-17, item 7(14)
Date Edited:	7/23/2007
A-09-007-03	Budget - Budget Book File
Description:	Correspondence, working papers and other documents related to annual budget submissions. a. Recordkeeping copy (paper).
Disposition:	Destroy when 10 years old. (ref. NN-173-84, item 72)
DispAuthNo:	N1-59-99-17, item 7(20)a
Date Edited:	7/23/2007

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A-09-007-03a **Budget - Budget Book File**
Description: Correspondence, working papers and other documents related to annual budget submissions.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 7(20)b **Date Edited:** 7/23/2007

A-09-007-03b **Budget - Obligation Documents**

Description:

Disposition: Destroy when 3 years old. (ref. NN-173-84, item 74)

DispAuthNo: N1-59-99-17, item 7(21) **Date Edited:** 7/23/2007

A-09-007-04 **General Services - Parking Program Files**

Description: a. Applications for parking permits.

Disposition: Destroy applications at the end of the parking season.

DispAuthNo: N1-59-99-17, item 7(30)a **Date Edited:** 7/23/2007

A-09-007-04a **General Services - Parking Program Files**

Description: b. General information.

(1) Recordkeeping copy (paper).

Disposition: Destroy after projects are completed.

DispAuthNo: N1-59-99-17, item 7(30)b(1) **Date Edited:** 7/23/2007

A-09-007-04b **General Services - Parking Program Files**

Description: b. General information.

(2) Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 7(30)b(2) **Date Edited:** 7/23/2007

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A-09-007-04g General Services - Telephone Records**Description:** Telephone statements and toll slips.**Disposition:** Destroy 3 years after period covered by related documents.**DispAuthNo:** GRS 3, item 10**Date Edited:**4/1/1999

A-09-007-05 Library and Multimedia Services - Master Language Tapes/CDs**Description:****Disposition:** Destroy when replaced by a revised edition or when no longer required for use by FSI. (ref. NC1-59-76-16, item 3)**DispAuthNo:** N1-59-99-17, item 7(40)**Date Edited:**7/23/2007

A-09-007-05a Library and Multimedia Services - After-Hours Log**Description:** Log of students' after-hours use of the Language Lab.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old or no longer needed. (ref. NC1-59-76-16, item 2)**DispAuthNo:** N1-59-99-17, item 7(41)a**Date Edited:**7/23/2007

A-09-007-05b Library and Multimedia Services - After-Hours Log**Description:** Log of students' after-hours use of the Language Lab.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.**DispAuthNo:** N1-59-99-17, item 7(41)b**Date Edited:**7/23/2007

A-09-007-05c Library and Multimedia Services - Monthly Lab Reservation Schedule**Description:** Shows days when FSI classes have reserved Lab space. Used to compile monthly statistical reports.

a. Recordkeeping copy (paper).

Disposition: Destroy when 1 year old or no longer needed.**DispAuthNo:** N1-59-99-17, item 7(42)a**Date Edited:**7/23/2007

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A-09-007-05d	Library and Multimedia Services - Monthly Lab Reservation Schedule
Description:	Shows days when FSI classes have reserved Lab space. Used to compile monthly statistical reports. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 7(42)b
Date Edited:	7/23/2007
A-09-007-06	Personnel - Summer Intern Program Files
Description:	Includes a file of general correspondence with colleges and universities regarding the summer intern program; case files on prospective interns concerning mainly requests for appointment and FSI replies. a. Recordkeeping copy (paper).
Disposition:	Destroy when 3 years old. (ref. NN-173-84, item 27)
DispAuthNo:	N1-59-99-17, item 7(50)a
Date Edited:	7/23/2007
A-09-007-06a	Personnel - Summer Intern Program Files
Description:	Includes a file of general correspondence with colleges and universities regarding the summer intern program; case files on prospective interns concerning mainly requests for appointment and FSI replies. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-99-17, item 7(50)b
Date Edited:	7/23/2007
A-09-007-07	Registrar - Management Reports Files
Description:	Management Reports - FSI Training. Records include pre-billing by month, quarter, and end of year; Final of Schedule of Courses; Matrices Reports; and Monthly Enrollment and Verification Billing Reports listed by school.
Disposition:	TEMPORARY: Destroy when updated, no longer needed, or when 3 (three) years old, whichever is sooner. (ref. N1-059-00-17, item 61a)
DispAuthNo:	N1-059-08-7, item 1
Date Edited:	6/20/2008

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A-09-007-07a	Registrar - Annual Reports Files
Description:	Annual Reports - Internal and External Training. Annual compilation of training data for both internal and external training. Includes statistical summaries, charts, and related documentation.
Disposition:	TEMPORARY: Destroy when 20 (twenty) years old, or when superseded, whichever is later. (ref. N1-59-99-17, item (61)b)
DispAuthNo:	N1-059-08-07, item 2
Date Edited:	6/20/2008

A-09-007-07b	Registrar - Internal Training Course Files
Description:	Internal Training. Arranged by course title. Records include class roster, copies of DS-755, training request forms, and related correspondence.
Disposition:	TEMPORARY: Retire to a Records Center when 1 (one) year old. Destroy when 10 (ten) years old. (ref. N1-59-99-17, item (62)a)
DispAuthNo:	N1-059-08-7, item 3
Date Edited:	6/20/2008

A-09-007-07c	Registrar - External Training Course Files
Description:	External Training. Filed by month, and therein alphabetically by name of student. Regardless of media, records include copies of SF-182, training request form, course evaluation, Training Agreement, and related documentation.
Disposition:	TEMPORARY: Retire to a Records Center when 1 (one) year old. Destroy when 10 (ten) years old. (ref. N1-59-99-17, item (62)b)
DispAuthNo:	N1-059-08-7, item 4
Date Edited:	6/20/2008

A-09-007-07d	Registrar - Student Travel Voucher Register
Description:	Lists, by day, of students who turned in travel vouchers.
Disposition:	TEMPORARY: Destroy when 3 (three) years old. (ref. N1-59-99-17, item (63))
DispAuthNo:	N1-059-08-7, item 6
Date Edited:	6/20/2008

A-09-007-07e	Registrar - Student Travel Voucher Register
Description:	Copies of payroll checks filed by pay period, and alphabetically therein by name of recipient.
Disposition:	TEMPORARY: Destroy when 3 (three) years old. (ref. N1-59-99-17, item (64))
DispAuthNo:	N1-059-08-7, item 7
Date Edited:	6/20/2008

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A-09-007-07f Registrar - State Magazine Inserts

Description: Records consist of FSI course schedules and announcements for publishing in State Magazine.

Disposition: TEMPORARY: Destroy when 6 (six) months old. (ref. N1-59-99-17, item (66))

DispAuthNo: N1-059-08-7, item 8

Date Edited: 6/20/2008

A-09-007-07g Credit Card Transactions

Description: Records pertaining to FSI's Merchant Status Credit Card Transactions for external training, to include underlying forms such as SF-182, Request, Authorization, Agreement and Certification of Training.

Disposition: TEMPORARY: Destroy 6 (six) years from the date of card purchase. (ref. N1-59-99-22, item 62c)

DispAuthNo: N1-059-08-7, item 5

Date Edited: 6/20/2008

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School of Applied Information Technology**A-09-008-01 Policy and Precedent Files**

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the School of Applied Information Technology.

a. Recordkeeping copy (paper).

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-99-17, item 8(1)a

Date Edited: 7/23/2007

A-09-008-01a Policy and Precedent Files

Description: Policy and procedural material, including correspondence, reports and other documentation that establishes, discusses, or defines the policies and procedures of the School of Applied Information Technology.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 8(1)b

Date Edited: 7/23/2007

A-09-008-02 Warrenton Training Center - Student Files

Description: Telegrams and other documentation on individual training received covering attendance records, certifications, classes, courses, curriculums, evaluations, funding, instructor notes, rosters, schedules, transcripts, travel vouchers, and other related subjects.

a. Recordkeeping copy (paper).

Disposition: Cut off at termination of employment with Department. Retire to RSC 1 year after cut off date for transfer to WNRC. Destroy 5 years after cut off date. (ref. N1-59-96-2, item 2)

DispAuthNo: N1-59-99-17, item 8(5)a

Date Edited: 7/23/2007

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A-09-008-02a **Warrenton Training Center - Student Files**

Description: Telegrams and other documentation on individual training received covering attendance records, certifications, classes, courses, curriculums, evaluations, funding, instructor notes, rosters, schedules, transcripts, travel vouchers, and other related subjects.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-99-17, item 8(5)b **Date Edited:** 7/23/2007
